

TEAM PLAYER TIPS

- Identify team goals and priorities. Focus your work to help achieve them using your unique talents.
- Periodically clarify your responsibilities and share your progress with the team leader.
- Use your people skills to encourage cooperation and discourage conflict.
- Maintain the confidences. Do not gossip!
- Share information. Do not withhold it.
- Be a positive role model. Avoid complaining about the task, others or personal matters.
- Be open, consistent, fair and honest. This builds trust, confidence and respect.
- Be willing to help others even if it is not your task. Go the extra mile.
- Maintain a “big picture” approach.
- Offer well-thought-out suggestions when appropriate. Dwell on solutions.
- Address any information or skill gaps through training opportunities, informational meetings/conferences, and connecting with others/parent organization on the Internet.